

~~~2004 DXBMs~~~

DATE	MESSAGE
01 03 04	<p>**** WORK PROGRAMS - NEW COMPONENT ****</p> <p>EFFECTIVE 01/05/04, A NEW COMPONENT WILL BE AVAILABLE: OM - ON-GOING MEDICAL APPOINTMENTS. ALSO, SEVERAL COMPONENT DEFINITIONS HAVE BEEN REVISED, SEE OPS MEMO 03-78 FOR DETAILS.</p>
01 06 04	<p>***** FS APPLICATION PROCESSING FOLLOW-UP *****</p> <p>AN OPTIONAL FOLLOW-UP REVIEW TO THE RECENTLY COMPLETED FOOD STAMP APPLICATION PROCESSING TRAINING IS CURRENTLY AVAILABLE IN THE JANUARY 2004 ISSUES OF THE PRO SHOP AND COACH'S CORNER. THIS 10-MINUTE, OPTIONAL QUIZ DOES NOT IMPACT CREDIT FOR THE COURSE. FOR MORE INFORMATION CONTACT THERESA FOSBINDER AT FOSBITL@DHFS.STATE.WI.US OR (608)261-8568.</p>
01 14 04	<p>**** WAA PROGRAM CLOSEOUT ****</p> <p>WITH THE WAA PROGRAM ENDING AS OF 12-31-03, LOCAL AGENCIES MUST TAKE APPROPRIATE ACTION TO CLOSE OUT ALL WAA INDIVIDUALS IN CARES. PLEASE REFER TO OPERATIONS MEMO 03-79 WHICH PROVIDES STEP-BY-STEP INSTRUCTIONS FOR CLOSING OUT WAA INDIVIDUALS IN CARES.</p>
01 16 04	<p>**** BST REMINDER ****</p> <p>PLEASE REMEMBER THAT IN ORDER FOR A COMPLETED BARRIER SCREENING TOOL (BST) RECORD TO MEET THE W2 SCREENING REQUIREMENT, THE SCREENING MUST BE COMPLETED AFTER THE W2 SLOT BEGIN DATE AND THE W2 BEGIN DATE ON ACWI AND AFTER THE INDIVIDUAL IS CONFIRMED OPEN IN W2 ON AGE. IF THE INDIVIDUAL IS CONFIRMED DENIED ON AGE, THE ACWI SLOT BEGIN DATE AND END DATES ARE NO LONGER VALID FOR THAT TIMEFRAME AND THEREFORE THE INDIVIDUAL HAS NOT MET THE REQUIREMENT TO BE SCREENED AFTER W-2 PLACEMENT.</p> <p>IN ADDITION, IF THERE ARE ANY QUESTIONS REGARDING THE PRESENCE OF A PIN ON EITHER OF THE BST OVERDUE REPORTS, PLEASE REPORT THAT PIN TO THE CARES CALL CENTER OR TO THE APPROPRIATE DWD REGIONAL STAFF. THERE ARE SOME PRE-EXISTING ACWI ISSUES WHICH IN SOME INSTANCES MAY CAUSE AN INDIVIDUAL TO WRONGLY APPEAR ON AN OVERDUE REPORT. WE NEED TO BE AWARE OF THESE PINS SO WE CAN INVESTIGATE THE EXACT CAUSE OF WHY THE PIN IS APPEARING ON THE REPORT.</p>
01 24 04	<p>*****FS PAYMENT ACCURACY BIWEEKLY TIP*****</p> <p>THIS IS JUST A REMINDER TO AGENCY STAFF THAT THE INTERNET SITE FOR INCOME MAINTENANCE IS AT HTTP://DHFS.WISCONSIN.GOV/EM/ THIS IS THE ELIGIBILITY MANAGEMENT HOME PAGE AND HAS A NUMBER OF LINKS RELATED TO IM PROGRAMS. PLEASE REMEMBER TO READ AND REVIEW OPS MEMO'S AND HANDBOOK RELEASES FOR CHANGES IN POLICY.</p>
02 04 04	<p>**** CARES ALERT CHANGE ****</p> <p>EFFECTIVE TUESDAY, FEB. 3, CARES ALERT 270, WHICH INFORMS FEPS THAT A PARTICIPANT HAS REACHED THE 20TH MONTH IN A W-2 EMPLOYMENT POSITION, WILL BE GENERATED TO BOTH THE FEP OF THE PARTICIPANT AND THE FEP'S SUPERVISOR.</p>
02 04 04	<p>*****FS PAYMENT ACCURACY BIWEEKLY TIP*****</p> <p>THIS IS A REMINDER THAT IF A CASE IS OPEN FOR ANY OTHER PROGRAM, AND REQUESTS FOOD STAMPS, IT IS CONSIDERED AN APPLICATION AND THE CLIENT IS GIVEN 30 DAYS TO VERIFY ANY OUTSTANDING ITEMS. AGVC/AGEV MAY NEED TO BE ALTERED TO ALLOW THE FULL 30 DAYS FOR FOOD STAMPS. CARES CURRENTLY WILL SET A VERIFICATION DUE DATE IN 10 DAYS RATHER THAN 30 WHEN ANOTHER PROGRAM OF ASSISTANCE IS OPEN AND FOOD STAMPS IS REQUESTED. ALSO, IF A CASE IS CLOSED FOR 1 DAY, IT IS CONSIDERED A NEW APPLICATION AND A NEW FILING DATE MUST BE SET BY FORM 16019A & B OR A SIGNED CAF ON THE DATE OF REQUEST. A FACE TO FACE INTERVIEW IS REQUIRED IN BOTH OF THESE INSTANCES.</p>
02 05 04	<p>*****CAF CHANGES*****</p> <p>THE SIGNATURE PAGE ON THE CAF WILL PRINT BEFORE THE ADDENDUM TO THE APPLICATION STARTING SATURDAY, FEB. 7. THE PROBLEM WITH BLANK PAGES APPEARING ON THE CAF FOR SOME NURSING HOME CASES WILL ALSO BE FIXED ON FEB. 7TH.</p>
02 06 04	<p>***** DXSU CORRECTION *****</p> <p>ON 2/6/04 THE PROBLEM WITH THE "UC FORFEITURE" NOT DISPLAYING IN THE RECOUPMENT FIELD ON DXSU HAS BEEN CORRECTED. PREVIOUSLY, THIS AMOUNT WAS DISPLAYED ON DXSU AS A PAYMENT, NOW IT WILL BE CORRECTLY DISPLAYED AS A RECOUPMENT WHICH WILL MATCH DXQB.</p>
02 06 04	<p>***** DXSU CORRECTION *****</p> <p>ON 2/6/04 THE PROBLEM WITH THE "UC FORFEITURE" NOT DISPLAYING IN THE RECOUPMENT FIELD ON DXSU HAS BEEN CORRECTED. PREVIOUSLY, THIS AMOUNT WAS DISPLAYED ON DXSU AS A PAYMENT, NOW IT WILL BE CORRECTLY DISPLAYED AS A RECOUPMENT WHICH WILL MATCH DXQB.</p>
	<p>Note: I was out ill 2/10-13/04 so some DXBMs could possibly have been missed.</p>

DATE	MESSAGE
02 11 04	<p>*****SCREEN CMCA CHANGES*****</p> <p>SCREEN CMCA- CASELOAD ASSIGNMENT HAS BEEN MODIFIED TO REMOVE THE SUM OF THE NUMBER OF CASES AND RFA'S WITHIN THE CASELOAD CURRENTLY DISPLAYED ON THE BOTTOM OF THE FINAL PAGE DISPLAYED. MORE ACCURATE DATA IS AVAILABLE FROM THE NEW WEB-BASED AUTOMATED CASE DIRECTORY REGARDING THE TOTAL COUNT OF CASES WITHIN A CASELOAD. PLEASE REFERENCE OPS MEMO 03-60 FOR A COMPLETE EXPLANATION OF OTHER CHANGES TO SCREEN CMCA.</p>
02 17 04	<p>*****FS PAYMENT ACCURACY BIWEEKLY TIP*****</p> <p>CASES ARE BEING SELECTED IN THE QC SAMPLE WHERE THERE WAS NEVER A LEGAL FS APPLICATION. THIS HAPPENS WHEN ACPA IS INCORRECTLY CODED WITH A Y FOR FS WITH A CURRENT OVERRIDE DATE. IF THE HOUSEHOLD IS NOT APPLYING FOR FS AND NO FACE-TO-FACE INTERVIEW IS COMPLETED, DO NOT UPDATE THE OVERRIDE DATES ON ACPA FOR FS. PLEASE ENSURE ACPA IS CODED WITH AN "N" FOR THE QUESTION THAT ASKS IF THEY ARE REQUESTING THIS PROGRAM OF ASSISTANCE AND ALSO ENTER AN N FOR EACH INDIVIDUAL LISTED.</p>
02 19 04	<p>****FS PAYMENT ACCURACY BIWEEKLY TIP - REVISED****</p> <p>WHEN THE DATES ON ACPA ARE UPDATED ON A CLOSED FOOD STAMP CASE, THE WORKER IS INDICATING A NEW FS APPLICATION IS BEING PROCESSED. CARES WILL DETERMINE FS ELIGIBILITY USING THE UPDATED DATE AS THE FILING DATE. IT IS VITAL THAT IF THERE IS NOT A REQUEST FOR FS, THAT A N IS ENTERED ON THE FS ACPA AS WELL AS FOR ALL INDIVIDUALS IN THE HOME. INDICATE IN CASE COMMENTS THAT THERE WAS NOT A REQUEST FOR FS. IF YOU HAVE TO UPDATE THE DATES ON A CLOSED FOOD STAMP CASE BECAUSE YOU ARE RECEIVING THE "CAN'T RUN FOR MORE THAN 9 MONTHS LIVE" EDIT, THE Y'S REQUESTING FOOD STAMPS SHOULD BE CHANGED TO A N'S FOR THE CASE AND ALL INDIVIDUALS. USE CASE COMMENTS TO INDICATE WHY THE CHANGE WAS MADE.</p>
02 20 04	<p>*****AFWG AUTO UPDATE*****</p> <p>DUE TO THE NEW UPCOMING VERIFICATION REQUIREMENTS, AND TO HELP REDUCE WORKLOAD, A SYSTEMATIC AUTO UPDATE OF SOME EMPLOYMENT RELATED INFORMATION WILL BEGIN IN THE SPRING. THESE AUTO UPDATES WILL ONLY WORK FOR AFEI EMPLOYMENT SEQUENCES WHICH HAVE AN AFWG DETAIL SCREEN. WORKERS ARE ENCOURAGED TO END EXISTING AFEI EMPLOYMENT SEQUENCES HAVING AN AFDE DETAIL SCREEN AND REPLACE IT WITH A NEW AFEI EMPLOYMENT SEQUENCE WHICH HAS AN AFWG DETAIL SCREEN.</p>
02 21 04	<p>**** ACWI/ACWS CHANGES ****</p> <p>EFFECTIVE MONDAY, FEBRUARY 23, 2004, SCREEN ACWS (W-2 SUPPLEMENT INFORMATION) WILL NO LONGER BE REQUIRED TO BE COMPLETED WHEN A CMU OR CMF PLACEMENT IS ENTERED ON ACWI. THE PF20 KEY HAS BEEN REMOVED FROM ACWI. IN ADDITION, USERS WILL NO LONGER BE ABLE TO TRAN DIRECTLY TO SCREEN ACWS.</p>
02 25 04	<p>*****FPL CHANGES IN EFFECT*****</p> <p>EFFECTIVE IMMEDIATELY, CARES WILL BE USING THE 2004 FEDERAL POVERTY LEVEL AMOUNTS. A MASS CHANGE WILL OCCUR THE WEEKEND OF MARCH 5TH AND WILL AFFECT APRIL ELIGIBILITY. THE NEW FPL AMOUNTS WILL ALSO BE USED FOR MARCH DETERMINATIONS ON NEW APPLICATIONS AND WHEN RUNNING WITH A MARCH DATE. AN OPS MEMO WITH THE AMOUNTS WILL FOLLOW. TABLES TMEP, TBCS, TFPL, AND TMST CAN BE QUERIED FOR THE NEW AMOUNTS AS OF TODAY.</p>
03 01 04	<p>*****FOOD STAMPS AND DIVESTMENT*****</p> <p>CARES HAS BEEN UPDATED SO THAT DIVESTMENT OF VEHICLES OR REAL PROPERTY IS NO LONGER USED WHEN DETERMINING ELIGIBILITY FOR FOOD STAMPS. SINCE FOOD STAMP POLICY ALLOWS VEHICLE AND REAL PROPERTY TO BE EXCLUDED ASSETS, THE DIVESTMENT OF THESE ASSETS SHOULD NOT AFFECT FOOD STAMP ELIGIBILITY.</p>
03 03 04	<p>*****FS PAYMENT ACCURACY BIWEEKLY TIP*****</p> <p>THIS IS A REMINDER TO ES WORKERS THAT HAVE CLIENTS EMPLOYED BY SCHOOL SYSTEMS. PLEASE REMEMBER TO ASK THE CLIENT IF THEY ARE AN HOURLY OR CONTRACTUAL EMPLOYEE. PAYSTUBS MAY NOT INDICATE THIS AND CARES DOES NOT CURRENTLY HAVE A QUESTION TO REMIND WORKERS TO ASK THIS. THIS IS PARTICULARLY TRUE IN MILWAUKEE COUNTY SINCE MILWAUKEE PUBLIC SCHOOLS HIRE BOTH HOURLY AND CONTRACTUAL EMPLOYEES. THE STATE HAS HAD ERRORS RELATED TO INCORRECT BUDGETING OF INCOME WHEN A CLIENT IS PAID VIA YEARLY CONTRACT RATHER THAN AN HOURLY WAGE. (SEE FSHB 12.3.6)</p>

DATE	MESSAGE
03 09 04	<p>**** CARES GUIDE RELEASE 04-01 - PARTIAL RELEASE ****</p> <p>A NEW CHAPTER APPENDIX HAS BEEN ADDED TO CARES GUIDE. UPDATES CAN BE FOUND AT:</p> <p>THE PARTNER LOCATION IS (EXTRANET): HTTP://WORKWEB.DWD.STATE.WI.US/DWS/MANUALS/CARESGUIDE/PDF/COVERPAGE.PDF</p> <p>THE STAFF LOCATION IS (INTRANET): HTTP://DWDWORKWEB/DWS/MANUALS/CARESGUIDE/PDF/COVERPAGE.PDF</p> <p>THE FOLLOWING ARE NOW AVAILABLE ONLINE:</p> <ul style="list-style-type: none"> SECTION 1, CHAPTER 08 - BENEFIT ISSUANCE, APPENDIX A - ELECTRONIC FUNDS TRANSFER PROCEDURES FOR W-2 TABLE OF CONTENTS <p>NOTE THAT THE UPDATES AND INDEX WILL BE REVISED WITH THE REMAINDER OF THE RELEASE.</p>
03 10 04	<p>*****TRANSITIONAL FOOD STAMPS*****</p> <p>WE ARE SEEING TRANSITIONAL FOOD STAMP CASES THAT ARE OPEN WITH NO GAP IN W-2 PAYMENTS. CARES OPENS THE TFS BENEFIT WHEN A W-2 PAYMENT ENDS. WHEN W-2 IS REOPENED AND SFEX/SFED IS RUN, CARES WON'T KNOW THE W-2 IS REOPENING UNTIL THE W-2 IS CONFIRMED. WHEN REOPENING A W-2 CASE WITH NO GAP IN PAYMENTS, DO NOT CONFIRM THE TRANSITIONAL FOOD STAMP BENEFITS. CONFIRM W-2 TO REOPEN, RERUN SFEX/SFED AND CONFIRM THE REGULAR FOOD STAMP BENEFITS. IF EFAD SHOWS A TFS BENEFIT, DON'T CONFIRM IT UNLESS THERE IS A GAP IN THE W-2 PAYMENTS. IF THERE IS GOING TO BE A GAP IN THE W-2 PAYMENT, THE CASE IS ELIGIBLE FOR TFS.</p>
03 16 04	<p>**** BST - FAMILY NEEDS SECTION ****</p> <p>WORKERS ACCESSING THE BARRIERS SCREENING TOOL (BST) WILL EXPERIENCE DATA PROCESSING PROBLEMS IN THE FAMILY NEEDS SECTION OF THE BST. SPECIFICALLY, WORKERS WILL EXPERIENCE PROBLEMS ON THE FOLLOWING SCREENS IN THE FAMILY NEEDS SECTION: CHILD SCREENS PARTS A AND C, AND ADULT SCREEN PART B. WE ARE CURRENTLY WORKING ON A FIX TO THE PROBLEM AND WILL ISSUE A FOLLOW-UP DXBM ONCE THE PROBLEM HAS BEEN RESOLVED. WE APOLOGIZE FOR THE INCONVENIENCE THIS MAY CAUSE.</p>
03 17 04	<p>*****FS PAYMENT ACCURACY BIWEEKLY TIP*****</p> <p>ASSET INFORMATION MUST STILL BE GATHERED FOR FOOD STAMPS, ALTHOUGH VERIFICATION OF ASSETS IS NOT REQUIRED UNLESS THE INFORMATION PROVIDED IS QUESTIONABLE. THE VERIFICATION REQUIREMENT FOR FS ASSETS WAS SIMPLIFIED IN MAY 2003 IN AN EFFORT TO REDUCE LOCAL AGENCY WORKLOAD. HOWEVER BENEFIT ERRORS ARE NOW BEING IDENTIFIED DUE TO WORKER FAILURE TO GATHER INFORMATION ABOUT COUNTED ASSETS. REFER TO FSH APPENDIX 22.03.02 FOR SPECIFIC VERIFICATION POLICIES AND APPENDIX 11 FOR ASSET POLICIES.</p>
03 20 04	<p>***** W2 MANUAL RELEASE *****</p> <p>THE W-2 MANUAL RELEASE 04-01 HAS BEEN PUBLISHED TO THE INTERNET. THE UPDATED W-2 MANUAL CAN BE FOUND AT THE FOLLOWING WEBSITE: (HTTP://WWW.DWD.STATE.WI.US/DWS/MANUALS), AND CLICK ON WISCONSIN WORKS (W-2). IF YOU HAVE PROBLEMS ACCESSING THAT LINK, GO DIRECTLY TO THE DEPARTMENT OF WORKFORCE DEVELOPMENT WEBSITE (HTTP://WWW.DWD.STATE.WI.US), CLICK ON WISCONSIN WORKS (W-2) ON THE RIGHT SIDE OF THE SCREEN AND THEN CLICK ON THE W-2 MANUAL LINK.</p> <p>WE WILL BE SETTING UP AN AUTOMATIC E-MAIL NOTIFICATION PROCESS FOR FUTURE W-2 AND FSET MANUAL UPDATES. INFORMATION ON HOW TO SUBSCRIBE TO THIS NOTIFICATION PROCESS WILL BE ISSUED SOON.</p>
03 23 04	<p>**** BST FAMILY NEEDS SECTION FIX ****</p> <p>THE FAMILY NEEDS SECTION OF THE BARRIERS SCREENING TOOL (BST) IS NOW FUNCTIONING PROPERLY. A DXBM ISSUED LAST TUESDAY, MARCH 16 HAD INDICATED THAT PARTS A AND C OF THE CHILD SECTION AND PART B OF THE ADULT SECTION WERE NOT PROCESSING CORRECTLY. THIS PROBLEM HAS NOW BEEN FIXED AND ALL THE SECTIONS WITHIN THE BST SHOULD BE WORKING FINE.</p>
03 24 04	<p>***** BADGERCARE UPDATE *****</p> <p>WHEN A BADGERCARE CASE REOPENS AFTER A RESTRICTIVE REENROLLMENT PERIOD ENDS, ALL PREMIUMS OWED FOR MONTHS OF ELIGIBILITY PRIOR TO THE RR MUST BE PAID BEFORE BADGERCARE ELIGIBILITY CAN BE DETERMINED. THE ECONOMIC SUPPORT WORKER IS RESPONSIBLE FOR COMMUNICATING TO THE APPLICANT WHICH PREMIUMS ARE STILL OWED AND THE AMOUNT OF THOSE PREMIUMS. THE PREMIUMS CAN BE PAID AT THE LOCAL AGENCY. THE APPLICANT SHOULD NOT BE REFERRED TO THE BADGERCARE RECIPIENT HOT LINE FOR THIS INFORMATION.</p>

DATE	MESSAGE
03 24 04	<p>***** FFU LIMITS IN THE ONLINE MA HANDBOOK *****</p> <p>IT HAS COME TO OUR ATTENTION THAT THE FFU TABLE IN THE ONLINE MA HANDBOOK DOESN'T HAVE THE UPDATED FFU LIMITS THAT CORRESPOND WITH THE 2004 FPL INCREASE. WE WON'T BE UPDATING THE HANDBOOK FOR A COUPLE OF WEEKS OR SO. IN THE MEANTIME, A CHART HAS BEEN SENT TO YOUR CARES AND POLICY COORDINATORS THAT HAS THE CORRECT FFU LIMITS. PLEASE USE THAT INSTEAD OF THE TABLE IN APPENDIX 28.4.0.</p>
03 26 04	<p>**** CARES GUIDE RELEASE 04-01 (REMAINDER) ****</p> <p>ON 03/09/04 A DXBM ANNOUNCED A CARES GUIDE PARTIAL RELEASE 04-01 CONTAINING SECTION 1, CHAPTER 08 - BENEFIT ISSUANCE AND A TABLE OF CONTENTS. THE REMAINDER OF THAT RELEASE IS NOW AVAILABLE ONLINE.</p> <p>THE PARTNER LOCATION IS (EXTRANET): HTTP://WORKWEB.DWD.STATE.WI.US/DWS/MANUALS/CARESGUIDE/PDF/COVERPAGE.PDF</p> <p>THE STAFF LOCATION IS (INTRANET): HTTP://DWDWORKWEB/DWS/MANUALS/CARESGUIDE/PDF/COVERPAGE.PDF</p> <p>THE FOLLOWING ARE NOW AVAILABLE ONLINE: UPDATES TABLE OF CONTENTS SECT 1, APPENDIX 02, V4 - SCHOOL CODES SECT 1, APPENDIX 10, V3 - DWS REGIONS AND WDAS SECT 2, CHAPTER 02, V2 - ENTRY INTO WORK PROGRAMS SECT 2, CHAPTER 03, V2 - ENROLLMENT SECT 2, CHAPTER 06, V2 - POSTING STATUSES AND COMPONENTS SECT 2, CHAPTER 09, V2 - EXIT FROM WORK PROGRAMS SECT 2, APPENDIX 01, V3 - DEFINITIONS OF COMPONENTS & STATUSES SECT 2, APPENDIX 02, V3 - ACTIVITY MATRIX SECT 2, APPENDIX 08 (NEW) - WORK PROGRAM DRIVER FLOW SECT 2, APPENDIX 09 (NEW) - WP SCREENS QUICK REFERENCE SECT 4 - INDEX</p>
03 30 04	<p>**** DELAY IN CC AUTH NOTICES ****</p> <p>THERE WILL BE A DELAY IN THE MAILING OF THE CC AUTH NOTICES FROM THE FPL MASS CHANGE THAT RAN THIS PAST WEEKEND. THE AUTH NOTICES WILL NOT BE MAILED UNTIL WEDNESDAY OR THURSDAY OF THIS WEEK.</p>
03 31 04	<p>***** FS PAYMENT ACCURACY BIWEEKLY TIP *****</p> <p>THIS IS A REMINDER THAT WORKERS DETERMINING ELIGIBILITY FOR FOOD STAMPS NEED TO REQUEST AND VERIFY PROSPECTIVE INCOME. IF THE PAST 30 DAYS IS NOT A PROJECTION OF FUTURE MONTHS INCOME, ADDITIONAL VERIFICATION MAY NEED TO BE REQUESTED. WORKERS SHOULD PAY SPECIAL ATTENTION TO RATE OF PAY AND HOURS ON PAYCHECKS PROVIDED BY CUSTOMERS. IF THE LAST 30 DAYS IS REPRESENTATIVE OF THE FUTURE AND IS NOT PROVIDED THE CLIENT, ENTER A ? ON CARES SCREEN AFWG AND BE SURE TO PROVIDE THE CUSTOMER WITH THE VERIFICATION CHECKLIST. ONE PAYCHECK IS NOT GENERALLY SUFFICIENT VERIFICATION OF A PROJECTION OF INCOME.</p>
03 31 04	<p>***** MEDICAID HANDBOOK CORRECTION *****</p> <p>*** INCORRECT CSAS LISTED IN THE 04-01 RELEASE ****</p> <p>ON 3/30/04 AN INCORRECT NUMBER LISTED IN THE MEDICAID HANDBOOK APPENDIX 23.4.2. WAS CORRECTED. THE CORRECT COMMUNITY SPOUSE ASSET SHARE (CSAS) IS \$92,760. RELEASE 04-01 OF THE MEDICAID HANDBOOK INCORRECTLY LISTED THE CSAS AS \$94,760.</p>
04 02 04	<p>***** SAVE VERIFICATION NUMBER *****</p> <p>THE SAVE VERIFICATION NUMBER FIELD ON THE ANAR ALIEN/REFUGEE SCREEN HAS BEEN EXPANDED TO ACCEPT UP TO 15 DIGITS. YOU MAY ENTER THE 15 DIGIT UNIQUE VERIFICATION NUMBER GENERATED BY THE SAVE WEB-BASED VIS SYSTEM ON THIS FIELD. SEE OPS MEMO 04-09.</p>
04 07 04	<p>IF YOU ARE NOT GETTING MAINFRAME PRINTOUTS PLEASE CHECK YOUR DEFAULT PRINTER ID ON SMPT. CARES PRINTER IDS SHOULD START WITH VDR AND END WITH P OR Q. ALSO, IF YOU USE EOS PLEASE MAKE SURE THE DEFAULT PRINTER ID IS CORRECT. IT SHOULD START WITH A U. IF AFTER FOLLOWING THESE INSTRUCTIONS YOU ARE STILL HAVING PRINT PROBLEMS, PLEASE CONTACT THE DWD SERVICE DESK AT 608-266-7252.</p>
04 14 04	<p>***** FS PAYMENT ACCURACY BIWEEKLY TIP *****</p> <p>IF A FOOD STAMP CASE IS CLOSED FOR EVEN ONE DAY, THIS IS CONSIDERED A NEW APPLICATION. A NEW FILING DATE MUST BE ESTABLISHED AND A NEW FACE TO FACE INTERVIEW MUST TAKE PLACE. YOU MUST ALSO RE-VERIFY ALL MANDATORY VERIFICATION ITEMS, INCLUDING RESIDENCE, EARNED INCOME, UNEARNED INCOME AND EXPENSES.</p>

DATE	MESSAGE
04 21 04	<p>***** WAUPACA COUNTY JOB OPENING *****</p> <p>WAUPACA COUNTY DEPT. OF HEALTH & HUMAN SERVICES IS HIRING AN E.S. SUPERVISOR. THE APPLICATION DEADLINE IS MAY 5TH. APPLICATION MATERIALS CAN BE FOUND AT HTTP://WWW.CO.WAUPACA.WI.US/PERSONNEL/CURRENT%20OPENINGS.HTM PLEASE CONTACT THEIR PERSONNEL DEPARTMENT AT (715)258-6210 FOR MORE INFORMATION.</p>
04 22 04	<p>*****END DATES FOR AFEI/AFDE*****</p> <p>DUE TO THE UPCOMING BADGERCARE VERIFICATION REQUIREMENTS, A SYSTEMATIC AUTO UPDATE OF SOME EMPLOYMENT RELATED INFORMATION WILL BEGIN IN MAY. THE AUTO UPDATE WILL ONLY BE PROCESSED ON AFEI SEQUENCES HAVING AN AFWG SCREEN. AS A RESULT, WORKERS ARE REQUESTED TO END SEQUENCES HAVING AFDE. ON CASES WITH OPEN EMPLOYMENT SEQUENCES AND A ZERO DOLLAR AMOUNT ON AFDE, AN END MMYR WILL AUTOMATICALLY BE ENTERED. WORKERS NEED TO BE AWARE OF THIS FOR CASES WITH A ZERO DOLLAR AMOUNT ON AFDE AND AN OPEN EMPLOYMENT SEQUENCE TO ALLOW EXEMPTION FROM FSET. A REPORT WILL BE FORWARDED TO CARES COORDINATORS CONTAINING THE CASES WHERE AN END DATE WAS ENTERED.</p>
04 23 04	<p>*****ES/W-2 DAY*****</p> <p>MONDAY, APRIL 26TH IS ECONOMIC SUPPORT/WISCONSIN WORKS SPECIALISTS DAY. GOVERNOR DOYLE HAS SIGNED THE PROCLAMATION AND COPIES HAVE BEEN SENT OUT TO EACH AGENCY.</p>
04 24 04	<p>***** DWS SECURITY HELP DESK NOT AVAILABLE 4/27 *****</p> <p>THE DWS SECURITY HELP DESK WILL NOT BE AVAILABLE ON TUESDAY, APRIL 27, FROM 9:30 AM ON. FOR EMERGENCY PASSWORD RESETS, PLEASE CONTACT THE DWD SERVICE DESK AT 608-266-7252. FOR ALL OTHER NEEDS, PLEASE CONTACT THE DWS SECURITY HELP DESK PRIOR TO OR AFTER THE LISTED TIME, OR LEAVE A VOICE MESSAGE. THEY WILL RETURN YOUR CALL THE NEXT DAY.</p>
04 26 04	<p>*****HAPPY ES/W-2 DAY!*****</p> <p>MAKE THIS A SPECIAL DAY BECAUSE YOU'VE ALL EARNED IT!</p>
04 28 04	<p>*****FS PAYMENT ACCURACY BIWEEKLY TIP*****</p> <p>IF THE CLIENT COMPLETES A REVIEW AFTER ADVERSE ACTION IN THE MONTH THE REVIEW IS DUE, A NEW APPLICATION IS NOT REQUIRED. IF THE REVIEW WAS STARTED IN THE REVIEW MONTH BUT VERIFICATIONS PENDING UNTIL THE NEXT MONTH, THIS IS STILL A REVIEW. IF THE REVIEW IS HELD IN THE NEXT MONTH DUE TO AN AGENCY DELAY, IT IS STILL A REVIEW. YOU MUST DOCUMENT THE REASON FOR THE DELAY IN CASE COMMENTS AND USE THE FIRST OF THE MONTH AS THE OVERRIDE DATE ON ACPA. REMEMBER THE CLIENT MUST BE GIVEN 10 DAYS TO PROVIDE ANY VERIFICATION. OTHERWISE, ONCE THE LAST DAY OF THE REVIEW MONTH PASSES, THIS IS A NEW APPLICATION. A NEW FILING DATE MUST BE ESTABLISHED AND A FACE-TO-FACE INTERVIEW MUST TAKE PLACE. SEE FSHB 21.04.00.</p>
05 10 04	<p>*****DISABLED MINOR CASES AND THE 65 ½ DISREGARD*****</p> <p>CARES WAS UPDATED MAY 8TH TO CORRECTLY APPLY THE 65 ½ EARNED INCOME DISREGARD TO THE BUDGET CALCULATION IN DISABLED MINOR CASES. CASES THAT HAVE BEEN PROCESSED PRIOR TO THE FIX USING A WORKAROUND TO ADJUST THE INCOME SHOULD BE UPDATED WITH THE ACTUAL INCOME AT THE NEXT REVIEW OR REPORTED CHANGE.</p>
05 10 04	<p>***** FS BIWEEKLY TIP *****</p> <p>PAY FREQUENCY IS VERY IMPORTANT IN DETERMINING A CORRECT PROSPECTIVE ESTIMATE OF INCOME. IF YOU ARE UNABLE TO DETERMINE PAY FREQUENCY BASED ON PAYCHECKS, AN EMPLOYER VERIFICATION FORM OR OTHER COLLATERAL CONTACT MAY NEED TO BE MADE TO MAKE A CORRECT DETERMINATION OF PAY. WITH THE AFWG SCREEN, CARES WILL USE THE PAY FREQUENCY LISTED ON AFEI AND APPLY THE CORRECT CONVERSION FACTOR, 2, 2.15 OR 4.3.</p>
05 24 04	<p>***** INTERIM REPORTING REMINDER LETTERS *****</p> <p>ON MONDAY, MAY 24TH, THE FIRST REMINDER LETTERS WILL BE SENT TO FS RECIPIENTS THAT ARE SUBJECT TO INTERIM REPORTING. THE NOTICE REMINDS CUSTOMERS THAT THE INTERIM REPORT WILL BE SENT THE FOLLOWING MONTH AND THAT PAYCHECK STUBS FOR INCOME RECEIVED IN THE FOLLOWING MONTH MUST BE SUBMITTED ALONG WITH THE INTERIM REPORT FORM. (OPS MEMO 04-06).</p>
05 28 04	<p>***** FS TIP OF THE WEEK *****</p> <p>THE CLIENT MUST BE ALLOWED 10 DAYS TO VERIFY INFORMATION AT REVIEW AND 30 DAYS AT APPLICATION. IF AN APPLICATION IS PROCESSED USING ASER (FOR EXAMPLE, A NEW FS REQUEST WHEN OTHER PROGRAMS ARE OPEN) CARES WILL ONLY ALLOW 10 DAYS FOR VERIFICATION. BE SURE TO CHANGE THE DUE DATE ON AGVC/AGEV TO ALLOW 30 DAYS FOR VERIFICATION. KEEP IN MIND THAT AT APPLICATION THE CLIENT HAS TO BE GIVEN AT LEAST 10 DAYS FOR VERIFICATION. THIS MEANS THAT THE VERIFICATION DUE DATE COULD EXTEND BEYOND THE 30 DAYS IF THE APPLICATION INTERVIEW IS NOT HELD PRIOR TO THE 20TH DAY OF THE APPLICATION PROCESSING PERIOD.</p>

DATE	MESSAGE
06 05 04	<p>**** BST - RESTRICT DELETION OF CP RECORDS ****</p> <p>EFFECTIVE MONDAY, JUNE 7, LEVEL 2 USERS WILL NO LONGER BE ABLE TO DELETE COMPLETED (CP) BST SCREENING RECORDS. THIS CHANGE IS IN RESPONSE TO THE NEW W2 SANCTION POLICY WHICH NOW CHECKS THE STATUS OF BST RECORDS AS PART OF THE PROCESS IN DETERMINING WHETHER NON-PARTICIPATION HOURS WILL REDUCE THE W2 PAYMENT. THE PRESENCE OF A CP RECORD MAY ALLOW THE PAYMENT REDUCTION TO OCCUR. BASED ON THE CENTRAL ROLE A CP RECORD PLAYS IN THIS PROCESS, IT WAS NECESSARY TO MORE TIGHTLY CONTROL THE MEANS BY WHICH A CP RECORD CAN BE DELETED.</p> <p>IF A CP RECORD IS ENTERED IN ERROR AND SHOULD BE DELETED, LOCAL AGENCY STAFF SHOULD NOTIFY THEIR APPROPRIATE REGIONAL OFFICE CONTACT WHO WILL WORK WITH CENTRAL OFFICE STAFF IN GETTING THE RECORD DELETED.</p> <p>THIS CHANGE WILL NOT AFFECT THE ABILITY OF BOTH LEVEL 2 WORKERS AND SCREENER LEVEL WORKERS TO DELETE PARTIALLY COMPLETE (PC) RECORDS.</p>
	<p>Note: I was on vacation 6/09/04 - 6/14/04. DXBM shows 06/08/04 as last DXBM message. There is the possibility of missed DXBMs in this time period.</p>
06 08 03	<p>*****NEW SMRF SCREENS*****</p> <p>THE NEW SMRF SCREENS, CMIL, ANIR, AQIR AND MNRP ARE NOT AVAILABLE IN CARES UNTIL JUNE 21ST. PLEASE DON'T TRY TO TRAN TO THESE SCREENS, UNTIL THEY ARE AVAILABLE.</p>
06 10 04	<p>**** CCBH UPDATED ****</p> <p>CCBH HAS BEEN UPDATED FOR THE NEXT SCHOOL YEAR. CHILDREN IDENTIFIED AS SCHOOL AGE FOR THE CURRENT SCHOOL YEAR HAVE BEEN IDENTIFIED AS SCHOOL AGE FOR THE NEXT SCHOOL YEAR.</p>
06 11 04	<p>**CARES WORKER WEB (CWW) INFORMATION SITE AVAILABLE**</p> <p>THE NEW CARES WORKER WEB (CWW) APPLICATION IS UNDER DEVELOPMENT. A KEY OBJECTIVE OF THIS PROJECT IS ENSURING THAT THE CWW WILL MEET YOUR NEEDS. WE HAVE DESIGNED A WEBSITE TO GIVE AGENCY WORKERS A PREVIEW OF CWW AND PROVIDE AN OPPORTUNITY TO OFFER FEEDBACK ON THE DESIGN OF THE APPLICATION. PLEASE GO TO HTTP://CARESFEEDBACK.WISCONSIN.GOV. YOU WILL NEED TO REGISTER, BUT ONLY SO THAT WE CAN TRACK YOUR COMMENTS AND REPLY IF NECESSARY. YOUR EMAIL ADDRESS WILL BE YOUR LOGIN ID.</p>
06 14 04	<p>** BROAD BASED CAT. CASES NOT CLOSING AT 200% OF FPL **</p> <p>CARES IS NOT AUTOMATICALLY CLOSING BROAD BASED CATEGORICALLY ELIGIBLE CASES THAT GO ABOVE 200% OF THE FPL. THIS FIX WILL BE ADDED JULY 9TH. UNTIL THEN IF YOU SEE A ONE OR TWO MEMBER FOOD UNIT WHOSE INCOME IS OVER 200% AND THEY ARE NOT CATEGORICALLY ELIGIBLE FOR ANY OTHER REASON, PLEASE CLOSE FOOD STAMPS WITH OVERRIDES TO FAIL ON BOTH AIOE AND AGOE.</p>
06 14 04	<p>***** POSITION ANNOUNCEMENT - IRON COUNTY *****</p> <p>IRON COUNTY HUMAN SERVICES DEPARTMENT IS CURRENTLY RECRUITING FOR THE POSITION OF ECONOMIC SUPPORT SERVICES/W-2 MANAGER. THE IRON COUNTY ECONOMIC SUPPORT SERVICES MANAGER IS RESPONSIBLE FOR THE ADMINISTRATION OF ALL ASPECTS OF THE ECONOMIC SUPPORT/W-2 PROGRAMS IN IRON COUNTY. QUALIFICATIONS: BACHELOR'S DEGREE OR AN ASSOCIATE'S DEGREE IN THE HUMAN SERVICES FIELD OR AN EQUIVALENT COMBINATION OF TRAINING AND EXPERIENCE. PRIOR EXPERIENCE AS AN ECONOMIC SUPPORT SERVICES MANAGER OR ECONOMIC SUPPORT SPECIALIST/FINANCIAL AND EMPLOYMENT PLANNER IS REQUIRED. SUPERVISORY EXPERIENCE PREFERRED. STARTING SALARY OF \$40,500 OR NEGOTIABLE DEPENDENT UPON FOR AN APPLICATION AND POSITION DESCRIPTION CONTACT COUNTY HUMAN SERVICES DEPARTMENT, 300 TACONITE STREET, SUITE 201, HURLEY, WI 54534. TELEPHONE (715) 561-363</p> <p>* APPLICATION DEADLINE: : JUNE 25, 2004 IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.</p>
06 15 04	<p>***** AFAC - ACCESS FAILURES *****</p> <p>THE FIX FOR AFAC SO ALL INDIVIDUALS WITH ACCESS TO HEALTH INSURANCE WILL CORRECTLY FAIL FOR BADGERCARE WILL BE DELAYED ONE WEEK. IT WILL OCCUR THE EVENING OF 6/18.</p>
06 16 04	<p>***** FS TIP *****</p> <p>WHEN CALCULATING CHILD SUPPORT INCOME (AFUI), IT IS A BEST PRACTICE TO AVERAGE THE CHILD SUPPORT PAID IN THE 3 MONTHS PRIOR TO THE REVIEW MONTH. IN SOME CIRCUMSTANCES YOU MAY NEED TO USE MORE OR LESS THAN 3 MONTHS. WHEN MAKING THE PROSPECTIVE ESTIMATE, CONSIDER CHANGES THAT HAVE OCCURRED. FOR EXAMPLE, HAS THE COURT ORDERED AMOUNT OF SUPPORT CHANGED? DID THE CHILD SUPPORT PAYMENTS JUST BEGIN OR END? BE SURE TO DOCUMENT WHAT PAYMENTS YOU USED AND WHY.</p>
06 18 04	<p>*****AVAILABILITY OF SOLQ *****</p> <p>SOLQ IS NOT AVAILABLE THIS WEEKEND JUNE 19TH AND 20TH.</p>

DATE	MESSAGE
06 18 04	***** CMEV FIX ***** CMEV HAS BEEN FIXED SO IT WILL ONLY DISPLAY CASES THAT ARE PENDING FOR VERIFICATION.
06 22 04	***** BROAD BASED CAT ELIG UPDATE ***** ON JUNE 11TH, ANBC WAS UPDATED WITH A 'Y' ON THE 'TANF RECV' FIELD AND A 'BB' IN THE 'SERVICES TYPE' FIELD FOR ALL OPEN FOOD STAMP CASES. IF YOU ARE PROCESSING AN APPLICATION FOR FOOD STAMPS ON OR AFTER 6/14/04, YOU MUST UPDATE THE ANBC DATES TO 06/04 AND HIT ENTER. ONCE YOU UPDATE THE DATES ON ANBC WITH A 06/04 OR LATER DATE, THE 'Y' AND THE 'BB' CODES WILL DEFAULT THE FIELD WILL NO LONGER BE UPDATEABLE. ON JULY 9TH ANOTHER CONVERSION WILL UPDATE ANBC FOR ALL CASES THAT ARE EITHER OPEN OR CLOSED FOR LESS THAN 30 DAYS.
06 24 04	***** SMRF MAILINGS ***** THIS WEEK 841 SIX MONTH REPORT FORMS (SMRF) HAVE BEEN ISSUED TO FS HOUSEHOLDS THAT WERE CERTIFIED FROM 02/04 - 01/05 AND SUBJECT TO INTERIM REPORTING. THESE SMRFS ARE DUE BACK IN THE LOCAL AGENCIES BY JULY 5TH. APPROXIMATELY 6,700 SMRFS ARE SCHEDULED TO BE ISSUED STATEWIDE IN JULY FOR AUGUST PROCESSING.
06 24 04	***** EXCESS ASSET QUESTION ON SMRFS ***** SINCE ALL FOOD STAMP HOUSEHOLDS ARE NOW CATEGORICALLY ELIGIBLE, IT IS NOT NECESSARY FOR THEM TO PROVIDE INFORMATION REGARDING EXCESS ASSETS. SIX MONTH REPORT FORMS (SMRFS) SENT IN JUNE STILL INCLUDE THE 'EXCESS ASSET' QUESTION. DO NOT CONSIDER THESE FORMS TO BE INCOMPLETE IF THEY ARE RETURNED WITHOUT THE EXCESS ASSET QUESTION ANSWERED. THE EXCESS ASSET QUESTION WILL BE REMOVED FROM SMRFS THAT ARE PRODUCED AT THE END OF JULY, AND MANUAL SMRFS AVAILABLE ON THE WEB.
06 24 04	**** CHANGES TO SECURITY FOR WEB APPLICATIONS **** ATTENTION USERS OF BST, CCPC, CCPI, CWA, EATS, FSQA AND LTC: STARTING TODAY THERE IS A NEW WAY YOU WILL ACCESS THESE SITES. PLEASE SEE OPS MEMO 04-32 FOR DETAILED INSTRUCTIONS. IF YOU ENCOUNTER PROBLEMS AND YOU ARE AN LTC USER, CALL THE DHFS SECURITY DESK AT 608-266-9198. FOR PROBLEMS WITH OTHER SYSTEMS, INCLUDING PASSWORD RESETS, CALL THE DWD SERVICE DESK AT 608-266-7252. THIS IS A CHANGE FROM THE PREVIOUS PROCESS OF CALLING DWS SECURITY FOR PASSWORD RESETS.
06 29 04	***** FSET WORK PROGRAMS UPDATE ***** COMPONENT CODE "A1" - "POST SECONDARY EDUCATION LESS THAN TWO YEARS" IS NOW AVAILABLE FOR FSET INDIVIDUALS.
07 02 04	***** MAINFRAME SECURITY CHANGES COMING JULY 6 ***** SEVERAL CHANGES WILL BE MADE TO CARES SECURITY AND CASELOAD MANAGEMENT SCREENS ON JULY 6 IN PREPARATION FOR THE CARES WORKERWEB. IN CARES WORKERWEB, ELIGIBILITY WORKERS WILL BE ABLE TO WORK IN CARES USING THE SAME ID FOR MORE THAN ONE COUNTY. ** NOTE ** ONE OF THOSE CHANGES WILL BE NOTICEABLE TO WORKERS IMMEDIATELY ON CRIN. WORKERS CAN NO LONGER HAVE CARES SCHEDULE AN INTERACTIVE INTERVIEW WHEN CREATING AN RFA. THE FIELD WILL DISPLAY BUT NO LONGER BE UPDATEABLE. WORKERS CAN STILL SCHEDULE THESE APPOINTMENTS DIRECTLY IN CLIENT SCHEDULING. AS THE OTHER CHANGES ARE IMPLEMENTED LATER THIS SUMMER, AN ANNOUNCEMENT OF THE CHANGES AND RELATED INSTRUCTIONS FOR AGENCIES WILL BE ISSUED.
07 06 04	***** WAGE AND INSURANCE VERIFICATION FORMS ***** PLEASE DON'T REFER RECIPIENTS TO EDS (INCLUDING RECIPIENT SERVICES) OR STATE STAFF WITH QUESTIONS ON THE WAGE AND HEALTH INSURANCE VERIFICATION FORMS AND THE AUTOMATED PROCESS. AGENCIES MUST RESPOND TO CLIENT QUESTIONS REGARDING THEIR CASE AND THIS PROCESS, AND REFERRING THEM TO OTHER ENTITIES WILL ONLY DELAY THE PROCESS AND CAUSE MORE CONFUSION.
07 09 04	***** FFU LOGIC CHANGES IN CARES ***** CARES HAS BEEN UPDATED TO FORM FFU FISCAL TEST GROUPS ACCORDING TO THE ADDIS DECISION OF 1998 (OPS MEMO 99-86). ONLY THE INDIVIDUAL BEING TESTED, ANYONE THAT INDIVIDUAL IS RESPONSIBLE FOR AND ANYONE RESPONSIBLE FOR THAT INDIVIDUAL WILL BE INCLUDED IN THE FTG. FFU NOW INCLUDES ONLY FL (FISCAL ALLOCATORS) AND EA OR EC PARTICIPATION STATUS CODES IN THE FISCAL TEST GROUP. THE PARTICIPATION STATUS OF FM (FISCAL MEMBER) DOES NOT INCREASE THE FTG SIZE ANY LONGER.
07 14 04	***** BI-WEEKLY FS TIP ***** WHEN DETERMINING THE PROSPECTIVE CHILD SUPPORT INCOME, WORKERS MUST DECIDE WHETHER OR NOT TO INCLUDE ARREARAGE PAYMENTS. IF THE ARREARS PAYMENTS ARE BEING RECEIVED IN A REGULAR AND PREDICTABLE PATTERN, IT IS APPROPRIATE TO INCLUDE THOSE PAYMENTS IN THE BUDGET. IF NOT, THEY MUST BE DISREGARDED. ARREARS AND CURRENT SUPPORT ARE COMBINED ON THE SAME CSCC SCREEN. THE DECISION TO INCLUDE OR DISREGARD THE ARREARS PAYMENTS MUST BE WELL DOCUMENTED IN CASE COMMENTS.
	Note: I was on vacation from 7/16 - 7/23 so any messages posted during that timeframe (especially those lasting less than 9 days) could be missing.

DATE	MESSAGE
07 24 04	<p>**** WPED/WPTS CHANGES-EFFECTIVE MONDAY, JULY 26 ****</p> <p>IN ORDER TO CAPTURE THE DETAILED ASSESSMENT TESTING REQUIREMENTS AS OUTLINED IN OPS-MEMO 04-14, WPED HAS BEEN MODIFIED IN THE FOLLOWING WAYS:</p> <ul style="list-style-type: none"> - A NEW LIFE SKILLS TESTING CATEGORY HAS BEEN ADDED. WORKERS WILL BE ABLE TO RECORD THE SCORE OF THE TEST AND THE MONTH AND YEAR THE TEST WAS ADMINISTERED. - A RAW SCORE COLUMN HAS BEEN ADDED TO THE EXISTING READING, MATH AND ENGLISH TESTING CATEGORIES. PRIOR TO THIS CHANGE, WORKERS COULD ONLY RECORD THE GRADE LEVEL OF THE RESULTS, BUT NOW WORKERS WILL ALSO BE REQUIRED TO RECORD THE RAW SCORE ON WHICH THE GRADE LEVEL IS BASED. <p>NO OTHER ASPECT OF WPED HAS CHANGED, THE SCREEN WILL CONTINUE TO FUNCTION AS IT HAS IN THE PAST.</p> <p>SCREEN WPTS WILL ALSO NOW REFLECT THE CHANGES MADE TO WPED. THE NEW LIFE SKILLS CATEGORY AND THE RAW SCORE DATA WILL BE TRACKED ON WPTS.</p> <p>THE EXISTING REFERENCE TABLES FOR THE READING, MATH AND ENGLISH CATEGORIES HAVE BEEN UPDATED TO REFLECT THE NEW ASSESSMENT TESTS OUTLINED IN OPS MEMO 04-14.</p> <p>SUBMIT ANY QUESTIONS REGARDING PERFORMANCE STANDARDS ON THE PERFORMANCE STANDARDS WEB SITE: HTTP://WWW.DWD.STATE.WI.US/DWS/W2/PERFORMANCE_STANDARDS/DEFAULT.HTM</p>
07 28 04	<p>*****BI-WEEKLY FS TIP*****</p> <p>REMEMBER THAT EARNED AND UNEARNED INCOME (EXCEPT PREVIOUSLY VERIFIED ONGOING SELF-EMPLOYMENT INCOME) MUST BE VERIFIED AND UPDATED WITH CURRENT AMOUNTS WHEN PROCESSING A SMRF, EVEN IF NO CHANGE IN THE INCOME IS REPORTED. ENTER THE CURRENT DATE AND WAGE INFORMATION ON AFEI AND AFWG. UPDATE THE BEGIN MMY AND ENTER THE VERIFIED CURRENT INCOME FOR UC, CHILD SUPPORT, AND OTHER UNEARNED INCOME AMOUNTS ON AFUI. DO NOT CONFIRM MONTH 7 BENEFITS UNTIL ALL REPORTED INCOME AND ANY OTHER REPORTED CHANGES HAVE BEEN VERIFIED WITH APPROPRIATE VERIFICATION(SUCH AS CURRENT PAY STUBS, DATA EXCHANGE, KIDS, LEASE, UTILITY BILLS).</p>
07 30 04	<p>***** FS REDUCED CHANGE REPORTING *****</p> <p>FS REDUCED CHANGE REPORTING PHASE IIB TRAINING CONTINUES. THE FS RCRIIB TRAINING WHICH IS MANDATORY FOR ALL WORKERS WHO DETERMINE FOOD STAMP ELIGIBILITY CONTINUES TO BE AVAILABLE THROUGH THE PTS LEARNING CENTER. IN APPROXIMATELY MID-AUGUST, LOCAL AGENCIES WILL RECEIVE A LIST OF STAFF WHO HAVE PARTICIPATED IN AND COMPLETED THE COURSE TO HELP IDENTIFY THOSE STAFF WHO STILL NEED TO COMPLETE THE TRAINING. THE COURSE WILL BE AVAILABLE THROUGH SEPTEMBER 30, 2004.</p>
07 31 04	<p>A NEW EOS REPORT C217 WILL BE AVAILABLE BEGINNING 08/03/04. THIS REPORT WILL LIST THE CASES WITH A SMRF DUE THAT MONTH. THE REPORT WILL BE CREATED THE FIRST BUSINESS DAY OF EACH MONTH AND WILL BE VIEWABLE THE NEXT DAY.</p>
07 31 04	<p>*****SMRF PROCESSING REMINDER*****</p> <p>A SMRF WILL NOT UPDATE TO 'PROCESSED' UNTIL IT HAS BEEN RECORDED AS 'COMPLETE' ON ANIR, SFEX/SFED HAS BEEN RUN AND MONTH 7 BENEFITS HAVE BEEN CONFIRMED, IN THAT ORDER</p> <p>IF A SMRF IS RECORDED AS 'COMPLETE' ON ANIR, BUT THE FOOD STAMPS ARE PENDING FOR VERIFICATION, THE CASE WILL CORRECTLY CLOSE AT ADVERSE ACTION AND STAY CLOSED IF THE VERIFICATION IS NOT TURNED IN. ONCE VERIFICATION IS TURNED IN, SFEX/SFED MUST BE RUN AND MONTH 7 BENEFITS CONFIRMED TO PROCESS THE SMRF. FOR MORE DETAILED INSTRUCTIONS SEE PAGE 7 OF OPS MEMO 04-27.</p>
08 05 04	<p>**** ANSE - ACCURATE DATA ENTRY ****</p> <p>IN ORDER TO ENSURE THAT THE APPROPRIATE DETERMINATIONS ARE MADE FOR THE FREE AND REDUCED LUNCH PROGRAM, WORKERS MUST ACCURATELY COMPLETE THE REQUIRED FIELDS ON SCREEN ANSE. WORKERS SHOULD PAY PARTICULAR ATTENTION TO THE FOLLOWING TWO FIELDS: ENROLLMENT STATUS FIELD AND THE SCHOOL DISTRICT CODE FIELD. ACCURATE ENTRIES IN THESE TWO FIELDS WILL ENSURE THAT APPROPRIATE DETERMINATIONS ARE MADE FOR THE REDUCED LUNCH PROGRAM.</p>

DATE	MESSAGE
08 11 04	<p>*****BIWEEKLY FS TIP*****</p> <p>TO CORRECTLY BUDGET CHILD SUPPORT INCOME, THE WORKER MUST DETERMINE WHAT DEBTS THE PAYMENTS ARE APPLIED TO IN ORDER TO KNOW IF THEY SHOULD BE INCLUDED IN THE INCOME ESTIMATE AND FOR WHOM THE INCOME SHOULD BE BUDGETED. A BEST PRACTICE IS TO USE THE DISBURSEMENT SUMMARY SCREEN (02,05,16) TO SEE ALL THE PAYMENTS THE COURT ORDERED PAYEE RECEIVES AND THE COURT CASES THEY ARE ASSOCIATED WITH. THEN QUERY THE CASE ACCOUNT STATEMENT (02,05,06) FOR EACH CASE TO SEE WHAT DEBTS THE PAYMENT WAS APPLIED TO (CURRENT CHILD SUPPORT, ARREARS, SPOUSAL SUPPORT, MEDICAL EXPENSES, ETC). YOU WILL ALSO BE ABLE TO SEE IF A PAYMENT WAS MADE THROUGH INC. WITHHOLDING, UC, DIRECTLY FROM THE PAYER OR TAX INTERCEPT.</p>
06 17 04	<p>**** WAUSAU SCHOOL DISTRICT CODE CHANGE ****</p> <p>THE SCHOOL DISTRICT CODE FOR THE WAUSAU SCHOOL DISTRICT HAS CHANGED FROM 6233 TO 6223. THE REFERENCE TABLE TSDA HAS BEEN UPDATED TO REFLECT THIS CHANGE.</p>
08 19 04	<p>**** LIMITED WAMS AVAILABILITY SATURDAY, AUGUST 21 ****</p> <p>THE WISCONSIN ACCOUNT MANAGEMENT SYSTEM (WAMS) WILL NOT BE AVAILABLE THIS SATURDAY, AUGUST 21, FROM 5:00 AM TO APPROXIMATELY NOON. HOST ON DEMAND (HOD) USERS WHO ACCESS HOD THROUGH WAMS WILL NOT BE ABLE TO ACCESS MAINFRAME APPLICATIONS LIKE CARES AND KIDS WHILE WAMS IS NOT AVAILABLE.</p>
08 20 04	<p>**** CSAW IMPLEMENTATION ****</p> <p>CHILD CARE STATEWIDE ADMINISTRATION ON THE WEB (CSAW) WILL BE HERE 8/30/04! THE CSAW TRAINING POWER POINT WILL BE AVAILABLE EFFECTIVE 8/23/04 AT: HTTP://WWW.DWD.STATE.WI.US/DWS/PROGRAMS/CHILDCARE/WISHARES/CSAW/</p> <p>PLEASE PLAN ON SCHEDULING 30-45 MINUTES TO REVIEW THE CSAW TRAINING POWER POINT THE WEEK OF 8/23.</p> <p>THE FOLLOWING CCPS SCREENS WILL ONLY BE ACCESSIBLE THRU CSAW EFFECTIVE 8/30: CCNP, CCPL, CCWN, CCPD, CCMC, CCCQ, CCPU, CCRS, CCRO, CCPA, CCRA, CCPE, CCTL, CCAA, CCDA, CCIR, MNCP. REFER TO OPS MEMO 04-37 FOR MORE INFORMATION REGARDING CSAW.</p> <p>AGENCIES MUST COMPLETE AND RETURN TO DWS SECURITY A SPREADSHEET IDENTIFYING WORKERS WHO WILL NEED ACCESS TO CSAW. WORKERS WILL NOT HAVE ACCESS TO CSAW UNLESS THE SPREADSHEET HAS BEEN COMPLETED AND SENT TO DWS SECURITY.</p> <p>IF INDIVIDUAL IS A NEW USER TO STATE WEB APPLICATIONS (THEY DON'T CURRENTLY HAVE ACCESS TO THE BST, CCPI, CCPC, ETC.), THEY WILL NEED TO COMPLETE THE WEB ACCESS FORM DWS-12552 LOCATED ON THE WEB AT: HTTPS://WWW.DWD.STATE.WI.US/DESCAPI/ACCOUNTREQUEST/CCPACCOUNTREQUEST.ASP</p> <p>SECURITY NEEDS TO HAVE THE USER'S SSN AND MOTHER'S MAIDEN NAME.</p> <p>IF YOU HAVE QUESTIONS REGARDING SECURITY, PLEASE CONTACT THE DWS SECURITY HELP DESK AT 608-261-6317 (OPTION 3). THE DWS SECURITY FAX NUMBER IS 608-267-0484.</p>
08 23 04	<p>ON 9/30/04 THE DWDPUB DOMAIN WILL BE TURNED OFF. STAFF WHO ACCESS THE DWD EXTRANET USING A DWDPUB ACCOUNT WILL NEED TO OBTAIN A WIEXT ACCOUNT. SOME DWDPUB ACCOUNT USERS ALREADY HAVE A WIEXT ACCOUNT. IF YOU ACCESS EATS, BST, CCPC, CCPI, CSAW, LTC, OR FSQA, YOU ALREADY HAVE A WIEXT ACCOUNT AND DON'T NEED TO CONVERT. REPLACE DWDPUB WITH WIEXT AT THE LOGON SCREEN. FOR DWDPUB USERS WHO NEED A WIEXT ACCOUNT, THE PROCESS WILL BE AUTOMATED. ON 9/1/04 ALL DWDPUB ACCOUNT PASSWORDS WILL EXPIRE. WHEN ATTEMPTING TO LOGON TO THE DWD EXTRANET USERS WILL BE PRESENTED WITH SCREENS TO CONVERT DWDPUB ACCOUNTS TO A WIEXT ACCOUNT. THE SCREENS WILL BE TURNED OFF ON 9/30 AND INDIVIDUALS WHO DON'T CONVERT BY THEN WILL NEED TO REQUEST ACCESS THROUGH THEIR LOCAL SECURITY OFFICER. IF YOU HAVE QUESTIONS PLEASE CONTACT YOUR SECURITY OFFICER</p>
08 25 04	<p>***BI-WEEKLY FS TIP***</p> <p>WHILE THE SMRF INSTRUCTS THE CUSTOMER TO PROVIDE PROOF OF THE INCOME FOR THE CHANGE MONTH, AND THAT PROOF IS DESCRIBED AS PAYSTUBS FROM THAT MONTH OR A SIGNED EMPLOYER STATEMENT OF THAT MONTH'S INCOME, THE ESS MAY USE OTHER FORMS OF VERIFICATION TO DETERMINE THE PROSPECTIVE INCOME AS ALWAYS. ALL THE RULES AS DESCRIBED IN OPERATIONS MEMOS AND SUBSEQUENT RELEASES ON PROSPECTIVE BUDGETING ALSO APPLY FOR SMRF BUDGETING. REMEMBER THAT WE ARE LOOKING AT A PROSPECTIVE ESTIMATE OF INCOME SO IF PAST CHECKSTUBS DO NOT REFLECT THIS, OTHER FORMS OF VERIFICATION ARE NECESSARY.</p>

DATE	MESSAGE
08 27 04	<p>**** FREE AND/OR REDUCED MEAL ELIGIBILITY ****</p> <p>SCHOOL AGE CHILDREN ATTENDING SCHOOL FULL OR PART TIME RECEIVING W-2 AND/OR FS ARE ELIGIBLE FOR THE FREE/REDUCED MEAL PROGRAM. THE COST IS PICKED UP BY THE FS FEDS. THERE IS AN AUTOMATED PROCESS THAT PRODUCES A REPORT TO CERTIFY A CHILD'S ELIGIBILITY. A SCHOOL DISTRICT WILL SUBMIT A REQUEST TO DPI FOR A REPORT OF KIDS IN THE DISTRICT THAT ARE ELIGIBLE. THE PROCESS USES INFORMATION CODED ON ANSE (ENROLLMENT STATUS & SCHOOL DISTRICT) TO DETERMINE ELIGIBILITY. THERE ARE INSTANCES WHERE THE INFORMATION CODED ON ANSE ISN'T CURRENT. THE RESULT IS STUDENTS NOT SHOWING UP ON THE REPORT WHO ARE IN FACT ELIGIBLE. IN THESE CASES, THE SCHOOL DISTRICT MAY CONTACT YOUR AGENCY TO VERIFY ELIGIBILITY FOR A FREE/REDUCED MEAL. LOCAL AGENCIES CAN RELEASE THAT INFORMATION. THE PROGRAM(S) MAKING THEM ELIGIBLE DOESN'T NEED TO BE DISCLOSED, ONLY THAT THE INDIVIDUAL IS ELIGIBLE FOR A FREE/REDUCED MEAL. IF A CHILD IS RECEIVING W-2 AND/OR FS AND THEY ARE ENROLLED AT LEAST PART TIME IN SCHOOL, THEY ARE ELIGIBLE FOR A FREE/REDUCED MEAL. IF THE INFORMATION CODED ON ANSE IS CURRENT, THE INDIVIDUAL WILL SHOW UP ON THEIR SCHOOL DISTRICT FREE/REDUCED MEAL REPORT.</p>
08 31 04	<p>**** QUESTIONS ABOUT W-2 CHECKS ****</p> <p>RECENTLY, LOCAL W-2 AGENCY STAFF HAVE CONTACTED DWD MAILROOM STAFF ABOUT THE STATUS OF INDIVIDUAL W-2 CHECKS. THE STAFF IN THE MAILROOM AT DWD ARE NOT ABLE TO ANSWER QUESTIONS ABOUT INDIVIDUAL W-2 CHECKS. FOR ASSISTANCE WITH QUESTIONS REGARDING A PARTICIPANT'S W-2 PAYMENT OR QUESTIONS ABOUT THE STATUS OF A PARTICIPANT'S CHECK, PLEASE CONTACT THE CARES INFORMATION AND PROBLEM RESOLUTION CENTER AT 608-261-6317 OR EMAIL THEM AT CARPOLCC@DHFS.STATE.WI.US.</p>
09 01 04	<p>** AGENCY POSITION ON THE STATE QA FINDINGS" FORM*****</p> <p>THE FOOD STAMP QUALITY ASSURANCE PROGRAM HAS MADE SOME CHANGES TO THE "AGENCY POSITION ON THE STATE QUALITY ASSURANCE (QA) FINDING" FORM THAT IS INCLUDED WITH THE QA FINDINGS FOR EACH REVIEW FOUND IN ERROR. THE QA PROGRAM IS NOW REQUIRING AGENCIES TO COMPLETE THE "FOR QA ERROR REDUCTION INITIATIVES, WHAT INFORMATION FROM THE CLIENT, AGENCY, OR STATE WOULD HAVE HELPED PREVENT THIS ERROR?" QUESTION. INFORMATION OBTAINED FROM THE AGENCIES IS A VALUABLE RESOURCE FOR CORRECTIVE ACTION PLANNING. THE QUESTION "IF CLIENT ERROR, WAS THIS CASE REFERRED FOR FRAUD?" HAS BEEN ADDED TO THE FORM. THE FORM NOW REQUIRES THAT BOTH THE ESS AND THE ESS SUPERVISOR SIGN AND DATE THE FORM. QA IS REQUIRING THE SIGNATURE OF THE ESS TO ENSURE THAT ERROR INFORMATION IS REACHING THE STAFF WHO IS MOST ABLE TO INFLUENCE PAYMENT ACCURACY.</p>
09 08 04	<p>*****CARES CALL CENTER*****</p> <p>THE CARES INFORMATION AND PROBLEM RESOLUTION CENTER WILL NOT BE AVAILABLE AFTER 10:00 AM ON THURSDAY, SEPTEMBER 9. WE WILL RETURN CALLS AND E-MAILS ON FRIDAY.</p>

Nancy Meier
Wpfiles\dxbm\dxbm2004